

## **SUBSTANCE ABUSE ASSESSOR**

### **DEFINITION:**

Under general supervision, to perform professional-level work, involving the evaluation and recommendation for referral of alcohol and drug offenders to appropriate programs; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

This is a one-position class allocated to the Public Defender's Drug Offender Accountability and Treatment Program. This class is distinguished from the Alcohol and Drug Specialist class series in that the latter monitors provider contracts.

### **EXAMPLES OF DUTIES :**

Attends sessions of the Superior Court to screen offenders assigned to the program by judges; evaluates each offender through interviews and procedures; recommends appropriate court referral services; maintains lists of agencies conducting programs; develops and maintains a file on each offender with information such as arrest records, test scores, and other pertinent information that could be utilized by all agencies working with the offender; reviews sentence, probation, and/or diversion requirements and monitors participants for compliance with these requirements; provides follow-up support as necessary; compiles periodic reports of activities for evaluation purposes; coordinates the evaluation and referral of alcohol/drug offenders; prepares recommendations for new or improved procedures, and manages implementation; analyzes methods to attain program objectives; develops and maintains data collection systems for monitoring program effectiveness; prepares correspondence reports and other materials; serves as a liaison with other County departments; and supervises, trains, and provides ongoing oversight to law students responsible for administering a drug and alcohol abuse prescreening instrument to Public Defender clients.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Current alcohol and drug issues and recovery models, including the nature and magnitude of alcoholism, substance abuse, and addiction problems.
- Management principles and theories.
- State regulations pertaining to client confidentiality.
- The process of recovery and recovery planning.

#### **General Knowledge of:**

- Current trends as they relate to alcohol and drug issues in society.
- Basic mathematics and statistical analysis.
- Report writing techniques.

- Principles of automated information systems.
- Court organization, functions, responsibilities, and procedures.
- Criminal justice administration.
- Principles of planning and program development.

**Skills and Abilities to:**

- Research, compile, analyze, interpret, and disseminate data and information.
- Communicate effectively, both in oral and written form.
- Read and interpret legal documents.
- Organize, manage, direct, supervise, and assign activities within staffing and time constraints.
- Schedule, assign, and review the work of law students participating in the internship program.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which demonstrate the knowledge and/or skills stated above. An example of such education/experience is: A bachelor's degree from an accredited college or university in counseling, psychology, sociology, criminal justice, or a closely related field, AND three (3) years of full-time work experience in the field of alcohol or drug abuse, including some administrative duties, preferably in alcohol and drug counseling, or alcohol and drug abuse prevention.

**Note(s):** Education and experience may substitute for one another on a year-for-year basis. Possession of a current California Certified Addiction Treatment Specialist credential may substitute for up to one year of the education/experience requirement.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).